

## Updating VISTA Site Addresses in the Portal

In order to have accurate information on where VISTAs are serving, sponsors need to indicate the specific site address in eGrants, rather than the overall project address.

In the portal, when a VISTA is assigned, the site address defaults to the project address. Below are instructions on how to enter the correct address.

Please review the site address for all your VISTAs and update any that are inaccurate. VISTAs themselves cannot change their site address.

### Steps

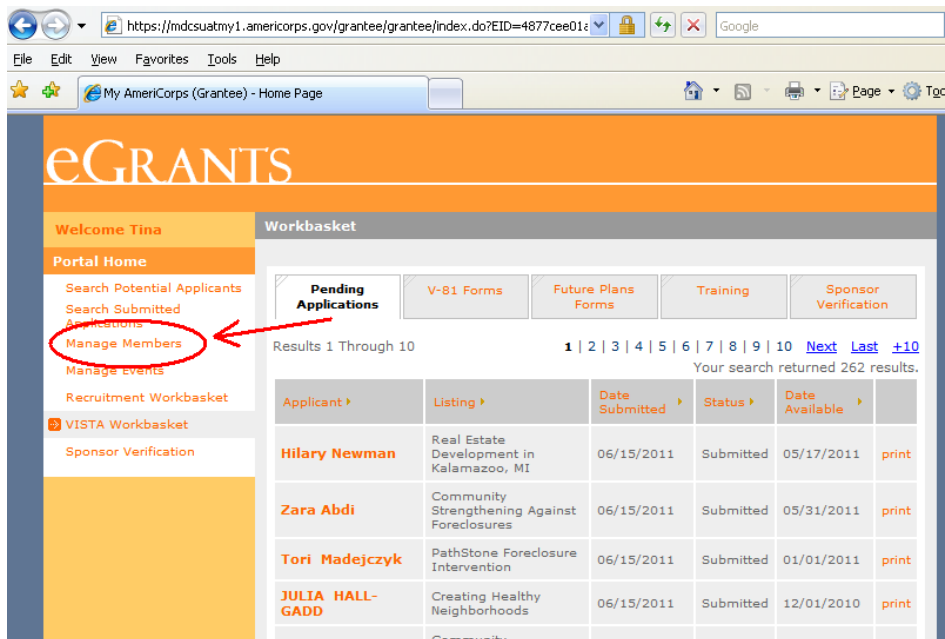
1. To update VISTAs site address, log into phase II of eGrants:



2. Click on the Portal Home link.



3. Then Click on the Manage Members Link:



4. Select the Program Year, Program Name, and Program Code, and then press Submit.

**11/3/2011, 11:35 AM, EDT** | [home](#) | [my account](#) | [help](#) | [logout](#)

**Cooperation for NATIONAL & COMMUNITY SERVICE**

# eGRANTS

Welcome Tina | **Manage Members**

**Portal Home**

- Search Potential Applicants
- Search Submitted Applications
- Manage Members**
- Manage Events
- Recruitment Workbasket
- VISTA Workbasket
- Sponsor Verification

**Member Search Attributes**

To search for a member use the fields below and click the search button.  
[Click here for help.](#)

Program Year:

Program Name:

Service Location:

Program Code:

Member ID:

First Name:

Last Name:

Date of Birth:

On the Sponsor screen for managing Member Information you will see a list of all members. Edit the addresses for members with Status = “In-Service” (i.e., you do not need to edit addresses for members who have exited).

5. Click on the member name to edit the address:

**My AmeriCorps (Grantee) - Search Member Results** | [My AmeriCorps \(Grantee\) - Search Members Results](#)

## eGRANTS

Welcome Tina | **Member Search Results**

**Portal Home**

- Search Potential Applicants
- Search Submitted Applications
- Manage Members**
- Manage Events
- Recruitment Workbasket
- VISTA Workbasket
- Sponsor Verification

**Member Search Results**

Results 1 Through 10 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | Next | Last

Your search returned 89 results.

Member Id	Name	Program Name	Program Code	Program Year	City	State	Status
827842	<a href="#">Noor Al-Ghanem</a>	NeighborWorks VISTA Program Year 2--FY11	11VSN0H001	2011	Seymour	CT	In-Service
949346	<a href="#">Mariam Alami</a>	NeighborWorks VISTA Program Year 2--FY11	11VSN0H001	2011	Orlando	FL	In-Service
949268	<a href="#">Latrice A. Allen</a>	NeighborWorks VISTA Program Year 2--FY11	11VSN0H001	2011	West Haven	CT	In-Service
774142	<a href="#">Luke Allen</a>	NeighborWorks VISTA Program Year 2--FY11	11VSN0H001	2011	Manistee	MI	In-Service
948252	<a href="#">Joseph P. Amodeo</a>	NeighborWorks VISTA Program Year 2--FY11	11VSN0H001	2011	Madison	NJ	In-Service
948247	<a href="#">Alexander Donald Beatty</a>	NeighborWorks VISTA Program Year 2--FY11	11VSN0H001	2011	Midlothian	VA	In-Service
949259	<a href="#">Annika Becker</a>	NeighborWorks VISTA Program Year 2--FY11	11VSN0H001	2011	North Smithfield	RI	In-Service
848776	<a href="#">Erica Boucher</a>	NeighborWorks VISTA Program Year 2--FY11	11VSN0H001	2011	Harrisville	RI	In-Service
949288	<a href="#">Amanda Lee Bouda</a>	NeighborWorks VISTA Program Year 2--FY11	11VSN0H001	2011	Fall River	MA	In-Service
893627	<a href="#">Erica Bradley</a>	NeighborWorks VISTA Program Year 2--FY11	11VSN0H001	2011	Pueblo West	CO	In-Service

6. Then Click on edit Member Info

The screenshot shows the eGrants Member Home page. On the left is a navigation menu with sections: 'Welcome Tina', 'Portal Home' (containing links like 'Search Potential Applicants', 'Manage Members', etc.), and 'Member Information' (containing links like 'Luke Allen', 'Member Home', 'Suspend Member', etc.). The main content area is titled 'Member Home' and contains 'Member Information' and 'Service Information' sections. In the 'Member Information' section, there is a link 'Click here for help.' and fields for Name, Date of Birth, Member ID, Username, SSN, E-mail, and U.S. Veteran status. Below these are fields for Mailing Address, Permanent Address, Home Phone Number, and Work or Other Phone Number. A red circle highlights the 'edit member info' link, with a red arrow pointing to it from the left.

7. Scroll down to the Site/Campus address. Enter the correct street address of the site, then press SAVE. Note: Do not enter the name of the organization in the street address fields.

The screenshot shows the 'Edit Contact Information' form in the eGrants portal. The form is divided into three main sections: 'Mailing Address', 'Permanent Address', and 'Site/Campus Address'. Each section contains fields for Street address 1, Street address 2, City, State, and Zip code. There are also fields for Home Phone Number and Work or Other Phone Number. The 'Site/Campus Address' section is at the bottom of the form. The form is titled 'Edit Contact Information' and includes a 'Save' button at the bottom right.

(Contrary to what the Help screen says, the Sponsor **can** edit the Site Address).

Joseph P. Amodeo  
Member Home  
Suspend Member  
Transfer Member  
Change Service Location  
Exit Member

**Mailing Address:**

Is this a foreign (non-US) address?

\* Street address 1: 12 [REDACTED]  
Street address 2: [REDACTED]  
\* City: [REDACTED]  
\* State: NEW JERSEY  
\* Zip code: [REDACTED]  
Home Phone Number: [REDACTED]  
Work or Other Phone Number: [REDACTED]

**Permanent Address:**

To use your mailing address as your permanent address [click here](#)

Is this a foreign (non-US) address?

\* Street address 1: 12 [REDACTED]  
Street address 2: [REDACTED]  
\* City: [REDACTED]  
\* State: NEW JERSEY  
\* Zip code: [REDACTED]  
Home Phone Number: [REDACTED]  
Work or Other Phone Number: [REDACTED]

**Site/Campus Address:**

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\* Street address 1: 1325 G St NW  
Street address 2: Ste 600  
\* City: Washington  
\* State: DISTRICT OF COLUMBIA  
\* Zip code: 20005 - 3104

**What is the Payment Address? - Mic...**

[Show](#)

Home > Welcome to Online Help for Members  
> General Portal Questions > What is the Payment Address?

**What is the Site/Campus Address?**

The Site/Campus address is where you would receive your living allowance if you did not have direct deposit. For VISTA, this is usually the project site and for NCCC, the Site/Campus address is actually the campus. The Site/Campus address is not an editable field. If you notice a mistake, please contact your state office or campus staff to have it corrected.